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**AGENDA**  
**Public Records Board**  
**Operations and Training Advisory Committee**  
**March 13, 2017**  
**10:00 to 12:00 Noon**  
**Legislative Audit Bureau**  
**Cattanach Training Room, 4<sup>th</sup> Floor**  
**22 East Mifflin Street**  
**Madison, WI**

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1. Call to Order (Broady-Rudd)
2. Approval of the January 12, 2017 minutes (Committee)
3. State Records Center Report - Jordan Tilleson, DOA Records Center and Mail Transportation Section Chief: Jordan will update the Committee on the Fiscal and Accounting General Records Schedule and Records Management Conference.
4. ELM Presentation - David Wirth, Bureau Director, Organizational Change Management, STAR Program Office: David will introduce the Committee to the ELM System and provide information on the System's training capabilities and opportunities.
5. OnBase Presentation - David Meyer, Director of Technical Architecture & Project Management, DOA Division of Enterprise Technology: David will update the Committee on the implementation of OnBase and on the system's records management potential.
6. Wisconsin State Preservation of Electronic Records Project - Sarah Grimm, Electronic Records Archivist, and Andrew Baraniak, Local Government Records Archivist, Wisconsin Historical Society: Sarah and Andrew will discuss and get the Committee's feedback on digitization guidance.
7. Committee Projects - The Committee will discuss progress on projects including a communications general schedule, municipal records management guidance, email records guidance, minimum retention policies and records officer classification.
8. Adjourn